

## **Public Interest Fee-Waiver or -Reduction Request Form**

### **HOW TO USE THIS FORM:**

The Oregon Department of Transportation (ODOT) has fee waiver provisions for people including members of the news media, non-profit organizations and federal, state and local governments. The state public records law [ORS 192.440 (4) and (5)] says an agency may waive fees for information provided in response to public record requests if the fee reduction is in the public interest because making the record available primarily benefits the general public.

The fee waiver applies to The Oregon Department of Transportation staff time only and does not apply to services provided by outside vendors. The Oregon Department of Transportation will bill requesters using the reduced fee-schedule for any costs above the waived amount, if costs are not waived in full.

Even if an organization has a fee waiver or is a government entity, The Oregon Department of Transportation may still charge for either record review or copying based on the following factors:

1. Any financial hardship on The Oregon Department of Transportation;
2. The extent of time, expense and interference with ODOT's regular business;
3. The volume of the records requested;
4. The necessity to segregate exempt from non-exempt materials; or
5. The extent to which the record request does not further the public interest or the particular needs of the requester.

The Oregon Department of Transportation will, however, work with requesting parties to reduce costs by narrowing requests to only the information they really want. Arrangements may also be made to provide records review at an office location where the records are maintained rather than copying and emailing or mailing records.

The Oregon Department of Transportation **requires that a requesting party fill out this form completely.**

**Mail to:** ODOT Records Officer MS 51, 355 Capitol Street NE, Salem, OR 97301

**Email to:** ODOTPRR@odot.state.or.us

**Fax to:** 503-986-4025

### **Note:**

**Requests for fee-reduction or waiver will be evaluated on a case-by-case basis based on:**

- **The information provided by the requester; and**
- **The totality of circumstances at the time of the request.**

**Previous requests and evaluations will not be considered as part of the evaluation.**

## **Public Interest Threshold Evaluation Form**

The Oregon Department of Transportation **requires that a requesting party fill out this form completely.**

Name of requesting party:		Date:
Representing (group/organization):		
Address:		
City:	State:	Zip-code:
Phone:	E-mail:	

### **PLEASE COMPLETE THE FOLLOWING QUESTIONS:**

<b>1. Specific documents requested:</b>
<b>2. General background/mission information regarding requesting individual/group/organization as this information relates to public record requests from the <u>The Oregon Department of Transportation</u>:</b>
<b>3. Purpose for which the requesting party intends to use the information/records requested:</b>
<b>4. Specific ability (and plans) of requesting party to disseminate the information to the general public:</b>
<b>5. Explain how dissemination of the records/information requested will benefit the general public:</b>
<b>6. Any other information that requesting party feels would be valuable in evaluating fee waiver/reduction request:</b>

## **Public Interest Threshold Evaluation Form**

ODOT shall waive a minimum of 30 minutes of staff time for all public records requests after which fees may be assessed for additional staff time, applicable services and supplies required to fulfill a Public Records Request in accordance with the applicable fee-schedule below.

The hourly rate charged for additional staff time will be based on the level of skill or expertise required to complete the work performed. Meaning, if work done to fulfill a request requires clerical-level skills, agencies may only charge the clerical hourly rate time spent on that portion of the work (as a maximum), even if a managerial-level or professional-level employee actually fulfills the request on behalf of the agency.

Agencies will not charge for staff time spent witnessing records inspection when the estimated cost of making public records available for inspection is:

- less than the cost of providing the requestor with a copy of the public record; or
- insignificant (requested public records are readily accessible and do not require review, redaction or segregation).

Fees will be charged for staff time required to redact exempt information from requested public records prior to release.

### **Staff time**

Fees for staff time required to fulfill a PRR shall not exceed:

- **\$25/hour for Clerical** (administrative, office specialists, other support staff)
- **\$40/hour for Managerial** (Program managers, PIOs)
- **\$75/hour for Professional** (IT, HR, High-level Analyst)
- **DOJ, special attorney and other applicable legal fees:** at the actual hourly rate charged for Public Records Request-related services. Fees are subject to statutory limitations described in ORS 192.440(4)(b).

### **Production of Responsive Records**

Fees generated by providing paper or electronic copies to requesters:

- **Copies:** Based on current state printing and distribution price list.
- **Media:** Based on statewide price-agreement with OfficeMax.
- **Postage:** Based on current postal rates.

### **Additional Cost Considerations**

No additional cost considerations will be included in the invoiced amount passed on to the requester under this reduced fee structure.

**\*This fee-structure does not apply to agency-specific records with established pre-set price per record (e.g. vital records, licenses, police reports; DMV motor-carrier fees, etc...) or fees assessed for notarized/certified copies of public records.**

Public Interest Fee-Waiver or -Reduction Request

**Public Interest Threshold Evaluation Form**